

FT Procure-to-Pay Lifecycle | Glossary of terms

CSP	Coupa Supplier Portal
Admin	Your employee with Administration rights for the Coupa Supplier Portal for your account
Financial Times business contact	The Financial Times employee you have been discussing supply of goods and/or services
РО	Purchase Order
Users	Your employees who have access to the Coupa Supplier Portal
Invitation	There are two types of invitation you could receive from the Financial Times, both will be sent by email. Suppliers already working with the FT will receive an invitation when we launch the CSP on <insert date="">. After this date, any new Suppliers that start working with the FT will receive an invitation initiated by their Financial Time business contact.</insert>
Coupa Compass	This is Coupa's own support webpage that includes user guides for suppliers including videos, courses and resources to help with any issues you may have using the CSP, including technical help
Supplier Information Form	This is the form that will be sent by the Financial Times business contact. It is a Supplier Information form that allows The FT to collect basic company information from our Suppliers and is the first step in connecting with the Financial Times for business through the CSP
MFA - Multi Factor Authentication	Multi Factor Authentication (MFA) is a security method that requires suppliers to provide more than one form of identification to access the CSP.
SAN - Supplier Actionable Notifications	Supplier Actionable Notifications (SAN) let you receive orders and work with the FT, without the need to join Coupa's supplier network or create a CSP account. You can acknowledge, invoice from, or add comments to a PO directly from the notification Coupa sends you on the FT's behalf.